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IDENTIFIERS \*Task Inventories

## ABSTRACT

The directory of task inventories (listings of activities performed by workers on their jobs) contains bibliographic entries for 171 documents published by State educational and employment service agencies, occupational curriculum laboratories and research coordinating units, branches of the Armed Forces, selected private research and development agencies, university graduate research departments, Federal agencies, and private industry. For each entry the directory provides: accession number, title, author (personal and corporate), publication date, number of pages, sponsoring agency, occupational area or job title of listed tasks, number of tasks listed, and availability information. (All documents for which publication dates are provided were published since 1963.) In addition, the directory provides a job titles/occupational areas index and an author index (personal and corporate). Finally, it lists, provides similar bibliographic information for, and indexes by authors' names 18 selected general references. (JR)

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ED112170



**THE CENTER FOR VOCATIONAL EDUCATION**

The Ohio State University • 1960 Kenny Road • Columbus, Ohio 43210



SEP 19 1973

**VOLUME 2, 1973**

# **DIRECTORY OF TASK**

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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# **INVENTORIES INVENTORIES INVENTORIES**

004998

## MISSION OF THE CENTER

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs.

The work upon which this publication is based was performed pursuant to Grant OEG-0-74-1671 with the U.S. Office of Education, Department of Health, Education, and Welfare.

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## PREFACE

The history of task analysis in this country goes back to 1898 when Frederick Taylor first studied coal shoveling in Bethlehem Steel. Since that time many managers, methods study specialists, researchers, trainers, and educators have identified and listed specific job elements, operations, tasks, functions, and job units in many occupations. These listings have found an increasingly meaningful array of uses in a wide range of organizations. Yet, the existence of many of these inventories is not known beyond their immediate origins or environs. Their use is, therefore, limited and restricted, a situation which leads to duplication of effort with regard to developing and revising task inventories.

Against this backdrop, the Task Inventory Exchange (TIE) at The Center for Vocational Education is collecting task inventories and is making them accessible through the publication of a Directory of Task Inventories, Volume 1, 1974 (previously published), Volume 2, 1975, and Volume 3, 1975 (December) as well as the provision of user services as described in the directory.

The Center solicits your cooperation in furthering vocational, technical, and career education, and selection, training and evaluation in industry, business and government by making available to The Center task inventories and related materials in your possession.

We hope that this publication and the services of TIE will prove valuable to you in your particular endeavors.

Robert E. Taylor  
Director  
The Center for Vocational  
Education

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## INTRODUCTION

Task inventories are listings of activities performed by workers on their jobs. Though "task inventory" is the most common label for these lists, the terms functions, competencies, skills, activities, operations, duties, abilities, worker actions, job elements, and specialties are sometimes used.

Task inventories are of value to curriculum developers, training directors, researchers, personnel officers, industrial engineers and vocational teachers and administrators. They are used for many purposes including identification of relevant training content, selection of appropriate training programs and methods, development of critical learning objectives in occupational preparation programs, development of tests for job skills, and setting standards for equal opportunities employment programs.

Professional individuals and groups in many different agencies in education, agriculture, industry, business, and health have developed task inventories to assist them in a variety of employer activities such as training and performance evaluation. Increased accessibility to existing task inventories will have an impact on a wide variety of organizations. Such accessibility will greatly reduce repetitive efforts at developing inventories for the same tasks and maximize the efficient use of existing ones.

The information reported in this directory was compiled from a review of documents from state educational and employment service agencies, occupational curriculum laboratories and research coordinating units, branches of the armed forces, selected private R&D agencies, and other organizations. Task inventories resulting from research and analysis efforts of university graduate research departments, federal agencies, and industry are also reported in this volume of the directory.

To be listed in this directory, the list of tasks were not required to meet any rigid definition of a task. The numerous documents reviewed identified activities of a job. Some activities were stated at a very general level, representative of broad duties or functions. Others cited extensive lists of component knowledges and skills.

Inventories which were known to be in existence but not available to requesters, were excluded from this directory.

The directory lists the following information for each document cited:

Accession Number  
Title  
Author(s)--personal and corporate  
Publication Date  
Number of Pages  
Sponsoring Agency  
Occupational Area or Job Title of Listed Tasks  
Number of Tasks  
Availability Information

Instructions for how to use this directory are found on page vi. A sample citation identifying the various pieces of information provided for each document is found on page vii.

Copies of documents announced in the directory are available from TIE through a cost-recovery duplication service. Details of this service are described on page viii, How to Order Copies of Documents.

A special reference materials section has been added to this directory. This section lists, by TI Rxxx numbers, documents containing information on how various task, job, and task-inventory-creating analyses were and are done.

TIE solicits your assistance in adding to the existent collection of task inventories by (1) reporting to TIE the existence of task inventories and related information not identified in this volume of the directory, and (2) forwarding two copies of new or updated inventories (for possible inclusion in subsequent volumes of the directory) to:

Task Inventory Exchange  
The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

## HOW TO USE THIS DIRECTORY

Start with the title of the job or the occupational area for which you need a task inventory. Look for this title in the alphabetically arranged Job Title/Occupational Area Index, page 71 where you will find the TI (accession) Number for the publication containing the task inventory related to the job title or occupational area and the page number on which the publication is cited.

The first part of each citation contains the TI Number; the title of the publication; the name of the author(s), both personal and corporate; the year of publication; the number of pages; sponsoring agency; and information on availability of copies. The second part of the citation lists the job titles or occupational areas for which task inventories are contained in the publication and the number of tasks identified in the publication for the job title. Verify to see if the job title of your interest appears in the list.

If you wish to order copies of the publication, look under TIE Price for the source of the publication (see How to Order Copies of Documents, page viii).

A personal and corporate Author Index, page 83, provides a quick reference for those who wish to determine if a particular author and/or institution/organization has task inventories listed in the directory.

The sample on the following page shows a typical citation for documents and identifies the various pieces of information provided in each citation within the directory.

To locate reference materials which themselves do not have task inventories, but do have information on task and job analyses/inventory creation methodologies, review the reference materials section (document listing and author index).

# SAMPLE CITATION

Accession Number  
sequentially assigned  
(TI Rxxx for reference  
materials)

TI 0026

Author(s)

Drost, Jim L.

Title

Organization  
where document  
originated  
(corporate  
author)

JOB CHARACTERISTICS OF AUTOMOTIVE  
MECHANICS IN SELECTED IOWA DEALERSHIPS  
AND GARAGES.

Iowa State University of Science and Technology,  
Ames.

Publication date  
and number of  
pages

1970; 33 pp.

TIE Price: MF \$0.65 PC \$1.65  
Also available: ED 051 382

Other sources for  
obtaining the pub-  
lication and price  
(see page viii, How  
to Order Copies of  
Documents)

Prices for com-  
plete copies of  
the document in  
microfiche (MF)  
or papercopy  
(PC) from the  
Task Inventory  
Exchange

Iowa State Department of Public Instruction, Des  
Moines Division of Vocational Education.

Automotive Mechanics

199

Sponsoring Agency

Occupational area or  
job title listed in the  
publication

Number of tasks listed  
for the specific occu-  
pational area or job  
title

## HOW TO ORDER COPIES OF DOCUMENTS

Copies of documents listed in this directory may be obtained in several different ways and formats. To determine where copies may be obtained, in what format, and at what cost, always look at the "TIE Price" line in the first part of each citation.

This line will show you if the document is available from TIE; in what format (MF = microfiche; PC = papercopy) and the price of each format. Documents having a TIE Price may be obtained directly from the TASK INVENTORY EXCHANGE by sending a purchase order or letter, stating the TI number(s) and what format(s) the copies are to be in, to:

Task Inventory Exchange  
The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

**\*\*Please note that papercopy reproductions of portions of any document available from TIE may be obtained at cost (minimum charge, \$1.00). Write or call TIE for help in identifying the specific portions needed.\*\***

Documents showing "NOT AVAILABLE FROM TIE - WRITE" on the TIE Price line indicate where one must write to obtain a copy of the document. Such documents are usually copyrighted and available for sale. If a price is known, it will be shown.

Some documents may be available from multiple sources including TIE. In such an instance an "Also Available" statement indicates the sources by name and address or refers to an information system accession number. The numbers listed are, ED for the Educational Resources Information Center (ERIC) system and AD, for the National Technical Information Service (NTIS) system. Copies of documents available from these two systems may be obtained from local collections or from national reproduction services listed below:

ERIC: ERIC Document Reproduction Service  
P.O. Box 190  
Arlington, Virginia 22210  
(703) 841-1212  
[Refer to a copy of Resources (formerly Research)  
In Education (RIE) and/or write for ordering instruc-  
tions.]

NTIS: National Technical Information Service  
5285 Port Royal Road  
Springfield, Virginia 22151  
[Refer to a copy of Government Reports Index (GRI)  
or Government Reports Announcements (GRA) and/or write  
for ordering instructions.]

DOCUMENTS

TI 0078

Wright, Gayle W.; Vogler, Daniel E.; Curtis, Paul E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL MECHANICS.

1972; 157 pp.

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
Danville, Illinois 61832.

Agricultural Mechanics	}	514
Agricultural Mechanics Parts Operation		
Agricultural Mechanics Parts Management		
Agricultural Mechanics Sales Operation		
Agricultural Mechanics Sales Management		

TI 0079

Vogler, Daniel E.; Curtis, Paul E.; Wright, Gayle W.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL PRODUCTS. PROCESSING,  
MARKETING, AND SERVICES.

1972; 133 pp.

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
Danville, Illinois 61832.

Grain, Seed and Specialty Crops	283
Livestock and Livestock Products	216
Livestock Supply	123

TI 0080

Curtis, Paul E.; Wright Gayle W.; Vogler, Daniel E.

HERE'S HOW: ON-JOB-TRAINING. ORNAMENTAL HORTICULTURE.

1972; 157 pp.

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
Danville, Illinois 61832.

(cont.)

Arboriculture  
 Floriculture  
 Greenhouse Operation

}

449

Nursery Operation  
 Landscaping  
 Turf Management

}

393

TI 0081

Wright, Gayle W.; Curtis, Paul E.; Vogler, Daniel E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL RESOURCES AND FORESTRY.

1972; 161 pp.

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
 Danville, Illinois 61832.

Agricultural Resources  
 Natural Resources

}

489

TI 0082

Vogler, Daniel E.; Wright, Gayle W.; Curtis, Paul E.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL PRODUCTION.

1972; 134 pp.

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
 Danville, Illinois 61832.

Crop Production  
 Livestock Production  
 Agricultural Production Marketing  
 Agricultural Production Management

121  
 253  
 64  
 142

TI 0083

Curtis, Paul E.; Vogler, Daniel E.; Wright, Gayle W.

HERE'S HOW: ON-JOB-TRAINING. AGRICULTURAL SUPPLIES AND SERVICES.

1972; 112 pp.

(cont.)

NOT AVAILABLE FROM TIE - WRITE

The Interstate Printers and Publishers, Incorporated,  
Danville, Illinois 61832.

Agricultural Supplies and Services

384

TI 0084

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-03B.

Military Occupational Research Division. U.S. Army Military  
Personnel Center.

1973; 51 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational  
Research Division (DAPC-PMR); Attention: Technical Director,  
2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Performing Arts Specialist

602

TI 0085

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-34L.

Military Occupational Research Division. U.S. Army Military  
Personnel Center.

1973; 41 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational  
Research Division (DAPC-PMR); Attention: Technical Director,  
2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Computer Peripheral Equipment  
Repairman

347

TI 0086

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-51B.

Military Occupational Research Division. U.S. Army Military  
Personnel Center.

(cont.)

1973; 54 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational  
Research Division (DAPC-PMR); Attention: Technical Director,  
2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Carpentry

625

TI 0087

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-51M.

Military Occupational Research Division. U.S. Army Military  
Personnel Center.

1973; 47 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational  
Research Division (DAPC-PMR); Attention: Technical Director,  
2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Firefighter

480

TI 0088

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-64C.

Military Occupational Research Division. U.S. Army Military  
Personnel Center.

1973; 50 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational  
Research Division (DAPC-PMR); Attention: Technical Director,  
2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Motor Transport Operator

563

TI 0089

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY  
MOS SURVEY. MOS-71L.

(cont.)

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 56 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Administrative Specialist

580

TI 0090

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-73CDZ.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 52 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Pay Disbursing Specialist  
Accounting Specialist  
Finance Operations Chief

} 632

TI 0091

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-76N.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 37 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Purchasing/Procurement Agent

278

TI 0092

MILITARY OCCUPATIONAL DATA BANK QUESTIONNAIRE. ENLISTED DUTY MOS SURVEY. MOS-94D.

Military Occupational Research Division. U.S. Army Military Personnel Center.

1973; 58 pp.

NOT AVAILABLE FROM TIE - WRITE

U.S. Army Military Personnel Center, Military Occupational Research Division (DAPC-PMR); Attention: Technical Director, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Baker

441

TI 0093

POST-SECONDARY VOCATIONAL AUTOMOTIVE MECHANICS. A TEACHER'S OUTLINE FOR USE IN ORGANIZATION AND MANAGEMENT OF INSTRUCTION.

Mississippi State University, Curriculum Coordinating Unit for Vocational-Technical Education, State College, Mississippi.

1972; 143 pp.

NOT AVAILABLE FROM TIE - WRITE

Curriculum Coordinating Unit, Drawer DX, State College, Mississippi 39762.

Auto Mechanics

283

TI 0094

THE FLORIDA CATALOG OF OCCUPATIONAL EDUCATION OBJECTIVES. TRADE AND INDUSTRIAL OCCUPATIONS. AUTOMOTIVE MECHANICS. POST-ELEMENTARY.

Florida State Department of Education, Tallahassee. Division of Vocational, Technical, and Adult Education. Florida Educational Research and Development Program.

1973; 373 pp.

NOT AVAILABLE FROM TIE - WRITE

Department of Education, Tallahassee, Florida.

Auto Mechanics

354

TI 0095

Rahmlow, Harold; Kiehn, Shirley

A SURVEY AND ANALYSIS OF MAJOR TASKS, KNOWLEDGES ASSOCIATED WITH  
WORK IN CHILD CARE OCCUPATIONS. FINAL REPORT.

Washington State University, Pullman.

1967; 42 pp.

TIE Price: MF \$0.65 PC \$6.30

Also Available: ED 021 066

U.S. Department of Health, Education, and Welfare, Washington,  
D.C. 20202.

Child Care

74

TI 0096

Ertel, Kenneth A.

IDENTIFICATION OF MAJOR TASKS PERFORMED BY MERCHANDISING EMPLOYEES  
WORKING IN THREE STANDARD INDUSTRIAL CLASSIFICATIONS OF RETAIL  
ESTABLISHMENT.

Idaho University, Moscow.

1966; 117 pp.

TIE Price: MF \$0.65 PC \$17.55

Also Available: ED 010 657

Retail Merchandising, Supervisory

196

Retail Merchandising, Non-Supervisory

225

TI 0097

Bakamis, William; and others

IDENTIFICATION OF TASK AND KNOWLEDGE CLUSTERS ASSOCIATED WITH  
PERFORMANCE OF MAJOR TYPES OF BUILDING TRADES WORK. REPORT  
NUMBER 7.

Washington State University, Pullman.

1966; 184 pp.

(cont.)

TIE Price: MF \$0.65      PC \$27.60  
Also Available: ED 010 658

Washington State Board for Vocational Education, Olympia.

Bricklaying/Masonry	12
Carpentry	46
Cement/Concrete	12
Electrician	29
Ironwork	9
Painting/Paper Hanging	5
Plastering	7
Plumbing/Pipe Fitting	38
Roofing	10
Sheet Metal	11

TI 0098

Allen, David; and others

A STUDY OF THE FIREMAN'S OCCUPATION.

California State Department of Education, Sacramento. Bureau of Industrial Education, California University, Los Angeles, Division of Vocational Education.

1968; 435 pp.

TIE Price: MF \$0.65      PC \$65.25  
Also Available: ED 021 551

Chief	}	71
Assistant Chief		
Battalion Chief		
Captain		438
Engineer	}	365
Fireman		
Fire Prevention Inspector		
Alarm Operator		
Mechanic		363

TI 0099

Morsh, Joseph E.

EVOLUTION OF A JOB INVENTORY AND TRYOUT OF TASK RATING FACTORS.

(cont.)

Personnel Research Laboratory, Lackland Air Force Base, Texas.

1965; 36 pp.

TIE Price: MF \$0.65 PC \$5.40

Also Available: Personnel Research Lab, Lackland Air Force Base, Texas. Aerospace Medical Division.

Personnel

68

TI 0100

Sharron, Christine W.

A MANUAL FOR COSMETOLOGY INSTRUCTORS.

Florida State Department of Education, Tallahassee Division of Vocational, Technical and Adult Education.

1971; 712 pp.

TIE Price: MF \$0.65 PC \$35.60

Cosmetology

250

TI 0101

Goldsmith, Katherine L.; Jensen, Mary E.; Wood, Lucille A.; Zimmerman, Don

A STUDY OF NURSING OCCUPATIONS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 121 pp.

TIE Price: MF \$0.65 PC \$6.05

Also Available: ED 041 149

Registered Nurse  
Licensed Vocational Nurse  
Nurses' Aide

}

317

TI 0102

Freeland, Thomas E.

(cont.)

A STUDY OF THE OCCUPATION OF ELECTROENCEPHALOGRAPHIC TECHNICIAN.

California University, Los Angeles, Division of Vocational Education. Allied Health Professions Project.

1970; 68 pp.

TIE Price: MF \$0.65 PC \$3.40  
Also Available: ED 041 150

Office of Education (DHEW), Washington, D.C.

Electroencephalographic Technician

102

TI 0103

Kuritsky, Joan; Goldsmith, Katherine L.

A STUDY OF AN EMERGING OCCUPATION: THE GASTROENTEROLOGY ASSISTANT.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 45 pp.

TIE Price: MF \$0.65 PC \$2.25  
Also Available: ED 041 152

U.S. Department of Health, Education, and Welfare.

Gastroenterology Assistant

49

TI 0104

Kingston, Richard D.; Freeland, Thomas E.

DENTAL AUXILIARY OCCUPATIONS. TASK ANALYSIS DATA.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1970; 109 pp.

TIE Price: MF \$0.65 PC \$5.45  
Also Available: ED 041 153

Office of Education (DHEW), Washington, D.C.

Dental Assistant

158

Dental Laboratory Technician

118

Dental Hygienist

172

23

TI 0105

Gosman, Minna L.; Krishnamurty, G. P.; Reeder, Glenn; Goldsmith, Katherine L.; Henrich, Robert L.

NURSING UNIT ADMINISTRATION (WARD ADMINISTRATION). OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 93 pp.

TIE Price: MF \$0.65      PC \$4.65  
Also Available: ED 069 898

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Nursing Unit Administrator  
Ward Administrator

}

169

TI 0106

Cullen, Thomas D.; Henrich, Robert R.

A SURVEY OF PRACTICES IN HOSPITAL PHARMACIES.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 102 pp.

TIE Price: MF \$0.65      PC \$5.10  
Also Available: ED 069 900

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Pharmacy Technician  
Pharmacy Helper

}

84

TI 0107

Kuritsky, Joel; Reeder, Glenn

A REPORT ON AN EMERGING OCCUPATION: THE PHYSICIAN'S ASSISTANT.  
(cont.)

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 38 pp.

TIE Price: MF \$0.65 PC \$1.90  
Also Available: ED 069 901

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Physician's Assistant

65

TI 0108

Reeder, Glenn; Freeland, Thomas E.; Ott, Ted; Sapp Regionald N.C.

HOSPITAL RADIOLOGIC TECHNOLOGIST. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1972; 87 pp.

TIE Price: MF \$0.65 PC \$4.35  
Also Available: ED 069 902

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Radiologic Technologist  
Darkroom Attendant

}

195

TI 0109

Dicicco, Earl O.

MEDICAL OFFICE ASSISTANT. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 103 pp.

TIE Price: MF \$0.65 PC \$5.15  
Also Available: ED 069 903

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Medical Office Assistant

230

TI 0110

Taub, Howard; Freeland, Thomas; Goldsmith, Katherine L.

A STUDY OF THE CLINICAL LABORATORY OCCUPATIONS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 141 pp.

TIE Price: MF \$0.65 PC \$7.05

Also Available: ED 069 904

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Medical Technologist	}	530
Clinical Laboratory Technologist		

TI 0111

Gosman, Minna L.; Krishnamurty, G. B.

HOSPITAL FOOD SERVICE DEPARTMENT. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 84 pp.

TIE Price: MF \$0.65 PC \$4.20

Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Department of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Food Production Supervisor	}	248
Food Service Supervisor		
Assistant Dietitian		
Dietitian		
Food Service Administrator		

TI 0112

Cullen, Thomas D.; Henrich, Robert R.; Najam, Merchant.

(cont.)

ENGINEERING MAINTENANCE. OCCUPATIONAL ANALYSIS.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 114 pp.

TIE Price: MF \$0.65 PC \$5.70

Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Department of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Maintenance Superintendent  
Maintenance Supervisor  
Maintenance Worker

}

386

TI 0113

Freeland, Thomas E.; Goldsmith, Katherine L.

RESPIRATORY CARE/INHALATION THERAPY TASK ANALYSIS DATA.

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

1971; 96 pp.

TIE Price: MF \$0.65 PC \$4.80

Also Available: Division of Vocational Education, Allied Health Professions Projects, 1003 Wilshire Boulevard, Santa Monica, California 90401.

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Inhalation Therapy  
Respiratory Care

144

TI 0114

TASK INVENTORIES

California University, Los Angeles. Division of Vocational Education. Allied Health Professions Project.

(cont.)

1971; 223 pp.

TIE Price: \$0.65      PC \$11.15

Also Available: Division of Vocational Education, Allied  
Health Professions Project, 1003 Wilshire  
Boulevard, Santa Monica, California 90401.

U.S. Office of Education, Bureau of Research, Department of  
Health, Education, and Welfare, Washington, D.C.

Biomedical Photography	232
Central Service	177
Clinical Laboratory	498
Community Health Nursing	234
Dental Assistant	219
Dental Laboratory Technician	118
Dental Hygienist	172
Electroencephalography Technician	86
Hospital Maintenance Engineering	234
Hospital Food Service	240
Hospital Admitting Office	128
Hospital Business Office	343
Hospital Housekeeping	146
Hospital Laundry and Linen Service	162
Medical Office Assistant	230
Medical Record Technician	252
Nursing	306
Hospital Pharmacy	84
Hospital Purchasing	53
Radiology Technician	192
Respiratory Care/Inhalation Therapy	125
Health-Care Facility Sanitation	243
Public Health Sanitation	159
Medical Social Service	145
Ward Management	176

TI 0115

Anderson, Miles H.

DEVELOPMENT AND VALIDATION OF INSTRUCTIONAL PROGRAMS FOR THE ALLIED  
HEALTH OCCUPATIONS. FINAL REPORT.

California University, Los Angeles. Division of Vocational  
Education. Allied Health Professions Project.

1973; 241 pp.

TIE Price: MF \$0.65      PC \$12.00

Also Available: ED 090 370

(cont.)

U.S. Office of Education, Bureau of Research, Department of Health, Education, and Welfare, Washington, D.C.

Research  
Nursing

}

317

TI 0116

TRADE PREPARATORY TRAINING GUIDE. APPLIANCE REPAIR. RADIO AND TELEVISION.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

54 pp.

TIE Price: MF \$0.65 PC \$2.70

Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Appliance Repair  
Radio/Television

95  
66

TI 0117

TRADE PREPARATORY TRAINING GUIDE. WELDING AND CUTTING.

Nebraska Department of Education, Lincoln. Division of Vocational Education.

92 pp.

TIE Price: MF \$0.65 PC \$4.60

Also Available: Nebraska Department of Education, Division of Vocational Education, 233 South Tenth Street, Lincoln, Nebraska 68508.

Welding and Cutting

239

TI 0118

TRADE PREPARATORY TRAINING GUIDE. MACHINE SHOP.

Nebraska State Department of Education, Lincoln. Division of Vocational Education.

30 pp.

(cont.)

TIE Price: MF \$0.65 PC \$1.50  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508.

Machine Shop

70

TI 0119

TRADE PREPARATORY TRAINING GUIDE. GRAPHIC ARTS.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

47 pp.

TIE Price: MF \$0.65 PC \$2.35  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508

Graphic Arts

138

TI 0120

TRADE PREPARATORY TRAINING GUIDE. FOUNDRY.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

25 pp.

TIE Price: MF \$0.65 PC \$1.25  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508.

Foundry

30

TI 0121

TRADE PREPARATORY TRAINING GUIDE. DRAFTING.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

27 pp.

(cont.)

TIE Price: MF \$0.65      PC \$1.35  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508.

Drafting

66

TI 0122

TRADE PREPARATORY TRAINING GUIDE. COMMUNICATIONS AND INDUSTRIAL  
ELECTRONICS.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

62 pp.

TIE Price: MF \$0.65      PC \$3.10  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508.

Communication Electronics  
Industrial Electronics

60  
85

TI 0123

TRADE PREPARATORY TRAINING GUIDE. AUTO MECHANICS.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

33 pp.

TIE Price: MF \$0.65      PC \$1.65  
Also Available: Nebraska Department of Education, Division  
of Vocational Education, 233 South Tenth  
Street, Lincoln, Nebraska 68508.

Auto Mechanics

119

TI 0124

MINIMUM LEVELS OF TECHNICAL COMPETENCY STANDARDS OF BUSINESS AND  
OFFICE EDUCATION PROGRAMS IN NEBRASKA. FINAL REPORT.

Nebraska State Department of Education, Lincoln. Division of  
Vocational Education.

(cont.)

1974; 58 pp.

TIE Price: MF \$0.65

PC \$2.90

Also Available: Nebraska State Department of Education,  
Division of Vocational Education, 233 South  
Tenth Street, Lincoln, Nebraska 68508.

Accounting	51
Data Processing	28
General Office	32
Information Communication	17
Stenographic/Secretarial	40
Supervisory/Administrative/Management	22
Typing	52

TI 0125

NURSERY MANAGEMENT. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

9 pp.

TIE Price: MF \$0.65

PC \$0.45

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Nursery Management	103
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TI 0126

DATA PROCESSING. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

4 pp.

TIE Price: MF \$0.65

PC \$0.20

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Data Processing	45
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TI 0127

FOOD SERVICE EMPLOYEE. JOB IDENTIFICATION.

(cont.)

Delaware University, College of Education.

4 pp.

TIE Price: MF \$0.65 PC \$0.20

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Food Service

49

TI 0128

TASK IDENTIFICATION. HEALTH OCCUPATIONS.

Delaware University, College of Education.

6 pp.

TIE Price: MF \$0.65 PC \$0.30

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Health Occupations

153

TI 0129

METALS FABRICATION. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

13 pp.

TIE Price: MF \$0.65 PC \$0.65

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Metal Fabrication

113

TI 0130

POWER TRANSPORTATION. JOB ENTRY TASK IDENTIFICATION SHEET. SMALL  
ENGINES.

Delaware University, College of Education.

15 pp.

(cont.)

TIE Price: MF \$0.65 PC \$0.75  
Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Power Transportation

158

TI 0131

CARPENTRY. JOB ENTRY TASK IDENTIFICATION SHEET.

Delaware University, College of Education.

10 pp.

TIE Price: MF \$0.65 PC \$0.50  
Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Carpentry

90

TI 0132

CONSTRUCTION. JOB ENTRY TASK VERIFICATION.

Delaware University, College of Education.

3 pp.

TIE Price: MF \$0.65 PC \$0.15  
Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Construction

39

TI 0133

AGRICULTURE. JOB ENTRY TASK VERIFICATION.

Delaware University, College of Education.

4 pp.

TIE Price: MF \$0.65 PC \$0.20  
Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Agriculture

67

TI 0134

VERIFIED TASK LIST IN SUGGESTED LEARNING ORDER. ELECTROMECHANICAL.

Delaware University, College of Education.

4 pp.

TIE Price: MF \$0.65 PC \$0.20

Also Available: College of Education, University of Delaware,  
Newark, Delaware 19711.

Electromechanical

69

TI 0135

CHILD CARE SERVICES

Delaware University, College of Education.

4 pp.

TIE Price: MF \$0.65 PC \$0.20

Also Available: College of Education, University of  
Delaware, Newark, Delaware 19711.

Child Care Services

57

TI 0136

Bensen, James M.; and others

THE INDUSTRIAL EDUCATION TEACHER'S PROFESSIONAL TASKS.

Wisconsin University, Stout, Menomonie

1974; 70 pp.

TIE Price: MF \$0.65 PC \$3.50

Also Available: Wisconsin University, School of Industry and  
Technology. Department of Industrial  
Teacher Education, Stout, Menomonie 54751.

Teacher Education (Industrial Education)

327

TI 0137

BUILDING CONSTRUCTION. INDIVIDUAL STUDY GUIDE. VOLUME 2.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

18 pp.

TIE Price: MF \$0.65 PC \$0.90

Also Available: Instructional Materials Laboratory, 8  
Industrial Education Building, University of  
Missouri-Columbia, Columbia, Missouri 65201.

Construction

99

TI 0138

AUTO MECHANICS. INDIVIDUAL STUDY GUIDE. VOLUME 1.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

4 pp.

TIE Price: MF \$0.65 PC \$0.20

Also Available: Instructional Materials Laboratory, 8  
Industrial Education Building, University of  
Missouri-Columbia, Columbia, Missouri 65201.

Auto Mechanics

42

TI 0139

AUTO MECHANICS. INDIVIDUAL STUDY GUIDE. VOLUME 2.

Missouri University, Columbia. Department of Practical Arts and Vocational-Technical Education.

7 pp.

TIE Price: MF \$0.65 PC \$0.35

Also Available: Instructional Materials Laboratory, 8  
Industrial Education Building, University of  
Missouri-Columbia, Columbia, Missouri 65201.

Auto Mechanics

82

TI 0140

Steidle, Rose E.

CONTINUITY OF HOUSEHOLD WORK.

Cornell University. New York State College of Home Economics.

1963; 20 pp.

TIE Price: MF \$0.65

PC \$1.00

Also Available: New York State College of Home Economics,  
Agricultural Experiment Station, Cornell  
University, Ithaca, New York.

Homemaking

19

TI 0141

Maloch, Francille

PROPERTIES, QUALITIES, AND CHARACTERISTICS OF MOST AND LEAST  
LIKED HOUSEHOLD TASKS.

Cornell University. New York State College of Home Economics.

1963; 19 pp.

TIE Price: MF \$0.65

PC \$0.95

Also Available: New York State College of Home Economics,  
Agricultural Experiment Station, Cornell  
University, Ithaca, New York.

Homemaking

25

TI 0142

Shipley, Anna Frances

ANALYSIS OF TASKS IN THREE HOME RELATED OCCUPATIONS.

Iowa State University of Science and Technology, Ames, Iowa.

1967; 101 pp.

TIE Price: MF \$0.65

PC \$5.05

Also Available: ED 026 484 and Iowa State University of  
Science and Technology, Ames, Iowa.

Homemaker/Home Health Aide  
Hotel/Motel Housekeeping Aide  
Nursing Home Housekeeping Aide

} 233

TI 0143

SWINE FARMER

The Ohio State University, Columbus. Agricultural Education Department.

22 pp.

TIE Price: MF \$0.65 PC \$1.10

Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Swine Farmer

286

TI 0144

DAIRY FARMER

The Ohio State University, Columbus. Agricultural Education Department.

24 pp.

TIE Price: MF \$0.65 PC \$1.20

Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Dairy Farmer

312

TI 0145

CATTLE FARMER

The Ohio State University, Columbus. Agricultural Education Department.

21 pp.

TIE Price: MF \$0.65 PC \$1.05

Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Cattle Farmer

280

TI 0146

HORSE FARM HAND

The Ohio State University, Columbus. Agricultural Education Department.

15 pp.

TIE Price: MF \$0.65 PC \$0.75

Also Available: Agricultural Education Department, The Ohio State University, Columbus, Ohio.

Horse Farm Hand

171

TI 0147

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. INSTITUTIONAL AND HOUSEHOLD MAINTENANCE.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 174 pp.

TIE Price: MF \$0.65 PC \$8.70

Also Available: State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319.

Office of Education (DHEW), Washington, D.C.

Custodians	130
Housekeeping, Executive	54
Homemaker/Home Health Aides	108
Housekeeping Aide, Hospital	84
Housekeeping Aides, Hotel/Motel	74
Housekeeping, Directors	54
Housekeeping Aides, Nursing Home	106
Maids, Residential	131
Housekeeping, Supervisors	54

TI 0148

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS. CARE/DEVELOPMENT OF CHILDREN. PARAPROFESSIONAL CHILD CARE OCCUPATIONS IN IOWA.

(cont.)

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 120 pp.

TIE Price: MF \$0.65

PC \$6.00

Also Available: State Director, Career Education Division,  
Department of Public Instruction, Grimes  
State Office Building, Des Moines, Iowa  
50319.

Office of Education (DHEW), Washington, D.C.

Day Care Mothers	246
Foster Parents	233
Houseparents	246
Nursery School/Day Care Center	
Director/Teacher	249
Nursery School/Day Care Center	
Teacher Aide/Assistant	224

TI 0149

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS.  
FAMILY AND COMMUNITY SERVICES.

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 153 pp.

TIE Price: MF \$0.65

PC \$7.65

Also Available: State Director, Career Education Division,  
Department of Public Instruction, Grimes  
State Office Building, Des Moines, Iowa  
50319.

Office of Education (DHEW), Washington, D.C.

Counselors on Alcoholism	37
Deputy Juvenile Probation Officer Aide	26
Family Management Service	18
Family Planning Health Aides	47
Management Aides, Low-Income Housing Project	42
Visiting Homemaker, Homemaker Home/Health Aide	118

TI 0150

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS.  
INTERIOR DESIGNING AND FURNISHINGS.

Iowa State University of Science and Technology, Ames. Department  
of Home Economics.

1974; 107 pp.

TIE Price: MF \$0.65 PC \$5.35

Also Available: State Director, Career Education Division,  
Department of Public Instruction, Grimes  
State Office Building, Des Moines, Iowa  
50319.

Office of Education (DHEW), Washington, D.C.

Assistant Interior Designers	65
Drapery Makers	86
Floor Mechanics	65
Upholsterers	86

TI 0151

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS.  
FOOD SERVICE.

Iowa State University of Science and Technology, Ames. Department  
of Home Economics.

1974; 269 pp.

TIE Price: MF \$0.65 PC \$13.45

Also Available: State Director, Career Education Division,  
Department of Public Instruction, Grimes  
State Office Building, Des Moines, Iowa  
50319.

Office of Education (DHEW), Washington, D.C.

Food Service	324
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TI 0152

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS.  
CLOTHING, APPAREL, AND TEXTILE SERVICES.

(cont.)

Iowa State University of Science and Technology, Ames. Department of Home Economics.

1974; 121 pp.

TIE Price: MF \$0.65

PC \$6.05

Also Available:

State Director, Career Education Division,  
Department of Public Instruction, Grimes  
State Office Building, Des Moines, Iowa  
50319.

Office of Education (DHEW), Washington, D.C.

Alteration Specialists	71
Dry Cleaners	32
Fabric Specialists	49
Tailors	55
Launderers	34

TI 0153

Hill, Clair S.

A COMPUTERIZED TASK INVENTORY SYSTEM FOR PROVIDING CURRICULUM  
CONTENT. FINAL REPORT.

Northern Arizona University, Flagstaff.

1974; 37 pp.

TIE Price: MF \$0.65

PC \$1.85

Also Available:

Northern Arizona University, Flagstaff,  
Arizona 86001

Carpentry	162
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TI 0154

Doll, Richard E.

NAVAL FLIGHT OFFICER FUNCTION ANALYSIS. COMMONALITY OF OPERATIONAL  
FUNCTIONS. FINAL REPORT.

Naval Aerospace Medical Research Laboratory, Pensacola, Florida.

1973; 161 pp.

(cont.)

TIE Price: MF \$0.65      PC \$8.05  
Also Available: Naval Aerospace and Regional Medical  
Research Laboratory, Pensacola, Florida  
32512.

Communicator/Coordinator	198
Navigator	157
Tactician	157
Sensor Manager	261
Weapons Manager	111
Assessor of Systems	58

TI 0155

XEROX TECHNICAL REPRESENTATIVE TASK ANALYSIS QUESTIONNAIRE  
(TR FORM).

Xerox Corporation, Leesburg, Virginia International Center for  
Training and Management Development.

1974; 19 pp.

TIE Price: MF \$0.65      PC \$0.95  
Also Available: Xerox Corporation, Leesburg, Virginia.  
International Center for Training and  
Management Development.

Xerox Technical-Representative 78

TI 0156

Clark, Raymond M.

VOCATIONAL COMPETENCIES NEEDED FOR EMPLOYMENT IN THE FEED  
INDUSTRY. EDUCATIONAL RESEARCH SERIES, NUMBER 22.

Bureau of Educational Research Services, East Lansing, Michigan.

1965; 142 pp.

TIE Price: MF \$0.65      PC \$7.10  
Also Available: ED 012 299 and Bureau of Educational  
Research Services, College of Education,  
Michigan State University, East Lansing,  
Michigan.

Michigan State All-University Research Fund

\* Feed Industry

202

TI 0157

Goldfien, Judy; and others

THE DEFINITION AND CLASSIFICATION OF SECRETARIAL OCCUPATIONS AT  
CHASE MANHATTAN BANK: AN ANALYTICAL APPROACH.

Chase Manhattan Bank, New York. Personnel Plans and Analysis  
Division.

142 pp.

TIE Price: MF \$0.65 PC \$7.10

Also Available: Personnel Plans and Analysis Division,  
Chase Manhattan Bank, New York.

Secretarial

101

TI 0158

HUMAN RESOURCES MANAGEMENT. SUPPORT TEAM MEMBER. BACKGROUND  
INFORMATION. TASK INVENTORY.

Center for Research and Education, Denver, Colorado.

29 pp.

TIE Price: MF \$0.65 PC \$1.45

Also Available: Center for Research and Education, Denver,  
Colorado.

Human Resources, Management Support  
Team Member

181

TI 0159

Curtis, Samuel M.

EDUCATION IN AGRICULTURE FOR THE EDUCATIONALLY DISADVANTAGED  
(School Unit 4-10-14-720-1). PROJECT NUMBER 1. VOLUME 15.

Pennsylvania State University, University Park. Department of  
Agricultural Education.

1974; 56 pp.

(cont.)

TIE Price: MF \$0.65 PC \$2.80

Also Available: Pennsylvania Department of Education, Bureau  
of Vocational-Technical and Continuing  
Education, Research Coordinating Unit,  
Harrisburg, Pennsylvania 17126.

Ornamental Horticulture	28
Electrical Services	40

TI 0160

TASK ANALYSIS: OCCUPATIONAL SAFETY AND HEALTH COMPLIANCE OFFICER.  
U.S. DEPARTMENT OF LABOR.

Human Resources Research Organization, Alexandria, Virginia.

1971; 25 pp.

TIE Price: MF \$0.65 PC \$1.25

Also Available: Human Resources Research Organization,  
Division Number 1, 300 N. Washington  
Street, Alexandria, Virginia 22314.

Occupational Safety/Health Compliance Officer	375
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TI 0161

THE ECONOMICS OF CLEAN WATER. VOLUME III.

1970; 484 pp.

TIE Price: MF \$0.65 PC \$24.20

Also Available: Superintendent of Documents, U.S. Government  
Printing Office, Washington, D.C. 20402  
(\$3.50)

U.S. Department of the Interior, Federal Water Pollution Control  
Administration.

Water Treatment	859
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TI 0162

Robinson, Phyllis G., ed.

CURRICULUM PLANNING FOR UNDERGRADUATE TRAINING IN GERONTOLOGY  
1971-1972.

(cont.)

Institute on Gerontology, Office of Experimental Programs, Federal City College.

1973; 173 pp.

TIE Price: MF \$0.65 PC \$8.65

Also Available: ED 083 911 and Institute on Gerontology, Office of Experimental Programs, Federal City College, 1343 H Street, NW, Washington, D.C. 20005.

The Administration on Aging. Department of Health, Education, and Welfare.

Gerontology

61

TI 0163

EMPLOYABILITY PROFILES MANUAL (SKILLS LISTS). JULY 1973.

Student Placement Office. Division of Occupational Education, Nassau Boces, New York.

1973; 262 pp.

TIE Price: MF \$0.65 PC \$13.10

Also Available: The Student Placement Office. Division of Occupational Education, Nassau Boces, New York.

Animal Care	43
Architectural Drafting	37
Auto Body Repair	36
Automatic Heating	48
Auto Mechanics	348
Aviation Maintenance	127
Baking	32
Banking	24
Bookkeeping Machines	24
Building Construction	72
Building Mechanics	204
Carpentry	26
Child Care Services	149
Clothing Services	50
Commercial Art	61
Commercial Food Preparation	51
Commercial Photography	81
Communications Electronics	78

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Computer Operations	48
Computer Programming	11
Cosmetology	107
Culinary Operations	58
Data Processing	53
Data Processing Operations	38
Dental Assisting	78
Diesel Engine Mechanics	58
Distributive Education	81
Fashion Design	52
Floral Design	55
Grooming	76
Health Careers	62
Health Services	74
Machine Shop	79
Appliance Repair	96
Manicurist	39
Marine Maintenance	50
Masonry/Bricklaying	71
Medical Assisting	198
Medical Laboratory Assistant	75
Office Practice	59
Offset Printing	74
Plumbing Maintenance	63
Practical Nursing	171
Radio and Television Services	73
Retail Business Management	82
Sheet Metal Fabrication	76
Small Engine Repair	75
Technical and Industrial Electronics	146
Drafting, Trade	65
Electricity, Trade	97
Travel Services	98
Welding	115

TI 0164

Clark, Raymond; Meaders, Donald

FUNCTION APPROACH TO IDENTIFYING CURRICULAR CONTENT APPROPRIATE  
TO VOCATIONAL-TECHNICAL EDUCATION PROGRAMS.

Michigan State University, East Lansing. Department of Secondary  
Education and Curriculum.

1968; 24 pp.

TIE Price: MF \$0.65 PC \$1.20

Also Available: Michigan State University, East Lansing.  
College of Education, Department of Secondary  
Education and Curriculum.

Feed Industry

9

TI 0165

Long, Gilbert A., ed.

ORNAMENTAL HORTICULTURE. AN INTEGRATED CURRICULUM GUIDE FOR  
ORNAMENTAL HORTICULTURE.

Utah State University, Logan. Department of Agricultural  
Education.

1972; 33 pp.

TIE Price: MF \$0.65 PC \$1.65

Also Available: Utah State University, Logan. Department  
of Agricultural Education and Division of  
Vocational-Technical Education.

Utah State Board for Vocational Education, Salt Lake City.

Athletic Field Groundskeeper	10
Flower Shop Worker	11
Garden Center Employee	12
Greenhouse Worker	25
Greensworker	8
Groundskeeper	8
Landscape Gardener	16
Nursery Worker and Landscape Assistant	9

TI 0166

Long, Gilbert A.; Hatch, Keith W., eds.

AGRICULTURAL MECHANIZATION. AN INTEGRATED POST-SECONDARY  
CURRICULUM GUIDE.

Utah State University, Logan. Department of Agricultural  
Education.

1972; 29 pp.

TIE Price: MF \$0.65 PC \$1.45

Also Available: Utah State University, Logan. Department  
of Agricultural Education and Division of  
Vocational-Technical Education.

Utah State Board for Vocational Education, Salt Lake City.

(cont.)

Apprentice Mechanic	4
Deliveryman	2
Journeyman Mechanic	7
Machinery Assemblyman	4
Painter's Helper	5
Parts Manager	9
Parts Stockman	9
Sales Trainee	5
Service Manager	10
Steam Cleaner	4
Yard Maintencenceman	5

TI 0167

Beckstrom, Leland; and others

JOB ANALYSIS AND INSTRUCTIONAL BEHAVIORAL OBJECTIVES FOR NATURAL RESOURCES OCCUPATIONS.

Utah State University, Logan. Department of Agricultural Education.

1974; 46 pp.

TIE Price: MF \$0.65 PC \$2.30

Also Available: Utah State University, Logan. Department of Agricultural Education.

Natural Resources

139

TI 0168

McKnight, James A.; McClelland, Carolyn M.; Berry, Mary E.

THE SELECTION AND TRAINING OF SCHOOL BUS DRIVERS.

Human Resources Research Organization (HumRRO), 300 North Washington Street, Alexandria, Virginia 22314.

1971; 241 pp.

TIE Price: MF \$0.65 PC \$12.05

Also Available: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (\$2.00, No. 5003-0043).

Department of Transportation, National Highway Traffic Safety Administration, Washington, D.C. 20950.

School Bus Driver

285

TI 0169

SKILL ANALYSIS. MOTOR VEHICLE MECHANIC.

Ministry of Education, Technical Education Department. Republic of China, Singapore.

39 pp.

TIE Price: MF \$0.65 PC \$1.95

Motor Vehicle Mechanic

365

TI 0170

STUDENT PERFORMANCE OBJECTIVES WORKSHEET.

The Ohio State University, Columbus. Department of Agricultural Education.

20 pp.

TIE Price: \$0.65 PC \$1.00

Also Available: The Ohio State University, Columbus.  
Department of Agricultural Education.

Agricultural Business Chemist	4
Chemical Handling and Applying	11
Conservation	6
Elevators (Agricultural)	32
Fertilizer, Retail Distribution	28
Lumber Yard Worker	8
Meat Cutting	18
Recreation, Campsite Facilities	15
Small Animals	35
Soil Conservation Aid	3
Wildlife and Recreation	8

TI 0171

Gentry, Gene A.

MECHANICAL COMPETENCIES NEEDED FOR EMPLOYMENT IN FARM MACHINERY SALES AND SERVICE AND FARM SUPPLIES AND EQUIPMENT BUSINESSES.

Maryland University, College Park. Department of Agricultural and Extension Education.

1966; 13 pp.

(cont.)

TIE Price: MF \$0.65      PC \$0.65  
Also Available: ED 012 754 and Maryland University, College  
Park, Maryland. Department of Agricultural  
and Extension Education.

Farm Machinery, Sales/Service

119

TI 0172

Camiscioni, John S., and others

DEVELOPMENT OF OCCUPATIONAL THERAPY JOB DESCRIPTIONS AND CURRICULA  
THROUGH TASK ANALYSIS. OCCUPATIONAL THERAPY JOB DESCRIPTIONS.  
REPORT NUMBER ONE.

The Ohio State University, Columbus. School of Allied Medical  
Professions.

1972; 72 pp.

TIE Price: MF \$0.65      PC \$3.60  
Also Available: The Ohio State University, Columbus, Ohio  
43210. School of Allied Medical Professions.

Public Health Service (DHEW), Arlington, Virginia.

Occupational Therapy Aide	48
Occupational Therapy Technician	138
Occupational Therapist	196
Occupational Therapy Consultant	41

TI 0173

Beasley, Gary F.; Walker, George M.

JOB OPERATION SHEETS: TRACTORS.

Mississippi State University, Mississippi State. Department of  
Agricultural Education.

1973; 103 pp.

TIE Price: MF \$0.65      PC \$5.15  
Also Available: Mississippi State University, Mississippi  
State. Research and Curriculum Unit for  
Vocational and Technical Education and  
Mississippi State Department of Education,  
Division of Vocational and Technical  
Education.

Agricultural Mechanics, Tractor Maintenance 354

TI 0174

Englebart, Leon P.

ANALYZING VOCATIONAL COMPETENCIES IN AUTO MECHANICS.

Nebraska Research Coordinating for Vocational Education, Lincoln.  
1968; 41 pp.

TIE Price: MF \$0.65 PC \$2.05

Also Available: Nebraska Research Coordinating Unit for  
Vocational Education, Box 33, Henzlik Hall,  
University of Nebraska, Lincoln, Nebraska  
68508.

Department of Health, Education and Welfare, Washington, D.C.

Auto Mechanics	100
Air Conditioning Specialist, Automobile	24
Automatic Transmission Repair	48
Service Station Attendant	42
Radiator Repair Specialist	8

TI 0175

Huffman, Harry; Brady, Mary M.; Peterson, Marla; Lacy, Annell

A TAXONOMY OF OFFICE ACTIVITIES FOR BUSINESS AND OFFICE EDUCATION.

The Ohio State University, Columbus. The Center for Vocational  
Education.

1968; 161 pp.

TIE Price: MF \$0.65 PC \$8.05

Also Available: ED 021 140 and The Ohio State University,  
Columbus. The Center for Vocational Educa-  
tion, 1960 Kenny Road, Columbus, Ohio  
43210.

Office of Education (DHEW), Washington, D.C.

Business/Office	249
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TI 0176

TASK LISTINGS

(cont.)

Oregon State Department of Education, Salem. Division of  
Community Colleges and Career Education.

108 pp.

TIE Price: MF \$0.65 PC \$5.40

Also Available: Oregon State Department of Education,  
Salem, Oregon 97310. Division of  
Community Colleges and Career Education.

Electrician	469
Electronic Technician	272
Electronic Assembler	160
T.V. Repairman	378
Appliance Repair	190
Small Engine Mechanic	258
Business Machines Representative	292
Automobile Mechanic	281
Construction Equipment Mechanic	602
Compositor	217
Sheet Fed Pressman	110
Book Binder	179
Small Offset Pressman	153
Illustrator	124
Letter Press Operator	66

TI 0177

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 23.  
AMMUNITION TECHNICIAN.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 37 pp.

TIE Price: MF \$0.65 PC \$1.85

Ammunition Technician 285

TI 0178

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 25.  
OPERATIONAL COMMUNICATIONS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

(cont.)

1975; 61 pp.

TIE Price: MF \$0.65 PC \$3.05

Operational Communications

592

TI 0179

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 28.  
TELECOMMUNICATIONS MAINTENANCE.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 69 pp.

TIE Price: MF \$0.65 PC \$3.45

Telecommunications Maintenance

579

TI 0180

TASK INVENTORY. OCCUPATIONAL FIELD 40. DATA SYSTEMS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 62 pp.

TIE Price: MF \$0.65 PC \$3.10

Data Systems

619

TI 0181

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 41.  
MARINE CORPS EXCHANGE.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 53 pp.

TIE Price: MF \$0.65 PC \$2.65

Department Store (Base Exchange, Marine  
Corps)

328

TI 0182

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 43.  
PUBLIC AFFAIRS.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 36 pp.

TIE Price: MF \$0.65 PC \$1.80

Public Affairs, Marine Corps

261

TI 0183

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 46.  
PHOTOGRAPHY.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 53 pp.

TIE Price: MF \$0.65 PC \$2.65

Photography

412

TI 0184

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD 01.  
PERSONNEL AND ADMINISTRATION.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office  
of Manpower Utilization.

1975; 59 pp.

TIE Price: MF \$0.65 PC \$2.95

Personnel and Administration

425

TI 0185

TASK INVENTORY. OCCUPATIONAL FIELD 02. INTELLIGENCE.

(cont.)

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 55 pp.

TIE Price: MF \$0.65 PC \$2.75

Intelligence

440

TI 0186

TASK ANALYSIS QUESTIONNAIRE BOOKLET. OCCUPATIONAL FIELD CFES. CLUB OFFICER/EXCHANGE OFFICER/SPECIAL SERVICES OFFICER.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 63 pp.

TIE Price: MF \$0.65 PC \$3.15

Special Service Officer

540

TI 0187

TASK ANALYSIS QUESTIONNAIRE BOOKLET. EXPLOSIVE ORDNANCE DISPOSAL.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 59 pp.

TIE Price: MF \$0.65 PC \$2.95

Explosive Ordnance

620

TI 0188

TASK INVENTORY. OCCUPATIONAL FIELD 13. CONSTRUCTION, EQUIPMENT AND SHORE PARTY.

U.S. Marine Corps, Marine Corps Base, Quantico, Virginia. Office of Manpower Utilization.

1975; 74 pp.

(cont.)

TIE Price: MF \$0.65 PC \$3.70

Construction  
Construction Equipment Operation  
Construction Equipment Maintenance

} 920

TI 0189

Fine, Sidney A.

JOB ANALYSIS OF PHYSICAL THERAPISTS TO DEVELOP CURRICULUM MATERIAL  
FOR AN AIDE TRAINING PROGRAM.

Human Sciences Research, Incorporated, McLean, Virginia.

1963; 98 pp.

T.L Price: MF \$0.65 PC \$4.90

Michigan State Department of Health, Lansing, Michigan

Physical Therapy

55

TI 0190

Kahler, Alan A.

COMPETENCIES IN AGRICULTURE NEEDED BY MALES EMPLOYED IN RETAIL  
FARM MACHINERY DISTRIBUTION.

Iowa State University of Science and Technology, Ames. Iowa  
State Department of Public Instruction, Des Moines, Iowa.

1972; 16 pp.

TIE Price: MF \$0.65 PC \$0.80

Farm Machinery, Distribution

86

TI 0191

Long, Gilbert A., ed.

JOB ANALYSIS FOR INSTRUCTIONAL BEHAVIORAL OBJECTIVES FOR THE GRAIN,  
FEED, SEED AND AGRICULTURAL CHEMICALS OCCUPATIONS.

Utah State University, Logan. Department of Agricultural  
Education.

(cont.)

1974; 27 pp.

TIE Price: MF \$0.65 PC \$1.35

Administrative Assistant (Agricultural Secretary)	7
Salesman, Agricultural Chemicals	4
Salesman, Counter Inside	7
Serviceman, Customer Delivery	3
Custom Spray Applicator	6
Inspector, Grain/Feed Mill Products	3
Seed Processing/Feed Mixing	5
Warehouseman	4

TI 0192

Pollard, Freeman; Tucker, Michael F.

FINAL TASK REPORT AND APPENDICES. JOB ANALYSIS. TASK ORDER 75/55/B.

Center for Research and Education, Denver, Colorado.

1975; 147 pp.

TIE Price: MF \$0.65 PC \$7.35

U.S. Navy, Washington, D.C. Bureau of Naval Personnel

Human Resources, Management Specialists 88

TI 0193

Byrd, Taylor; Wallace, Dana

ORNAMENTAL HORTICULTURE TASK LIST - DIGGING BARE ROOT TREES.

Pennsylvania State University, University Park. Department of Agricultural Education.

1973; 15 pp.

TIE Price: MF \$0.65 PC \$0.75

Nursery Production	9
Greenhouse Crop Production	6
Landscape Maintenance	1

TI 0194

Sollenberger, Wayne A., and others

ORNAMENTAL HORTICULTURE TASK SHEET. MARKING A BASEBALL FIELD.  
(TURFGRASS)

Pennsylvania State University, University Park. Department of  
Agricultural Education.

1974; 20 pp.

TIE Price: MF \$0.65 PC \$1.00

Turfgrass

10

TI 0195

Ackley, Charles E.; Frederick, R. L.

ORNAMENTAL HORTICULTURE TASK SHEET. BUILDING A PATIO BENCH.  
(LANDSCAPE CONSTRUCTION)

Pennsylvania State University, University Park. Department of  
Agricultural Education.

1974; 4 pp.

TIE Price: MF \$0.65 PC \$0.20

Landscape Construction

2

TI 0196

Golden, Archie

PERSONNEL DISTRIBUTION IN A CITY HEALTH DEPARTMENT.

Johns Hopkins University, Baltimore, Maryland. School of Hygiene  
and Public Health. Department of Maternal and Child Health.

1974; 33 pp.

TIE Price: MF \$0.65 PC \$1.65

Also Available: The Johns Hopkins University, School of  
Hygiene and Public Health, 615 North Wolfe  
Street, Baltimore, Maryland 21205.

(cont.)

Department of Health, Education, and Welfare. Maternal and Child Health Services.

Physicians	28
Nurse, Midwife	31
Nurses	25
Health Aides	14
Clerks	12

TI 0197

Abell, George H.; McKnight, Molly; Stivers, Jack

AN ANALYSIS OF THE TERMINAL DISPATCHING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 36 pp.

TIE Price: MF \$0.65 PC \$1.80

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Terminal Dispatcher

9

TI 0198

Beth, Gertrude K.; Wade, Sallie L.

AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 142 pp.

TIE Price: MF \$0.65 PC \$7.10

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Teacher Aide, Nursery School

58

TI 0199

Winfrey, Prince J.; Morse, David L.

AN ANALYSIS OF THE AUTOMOTIVE SERVICE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 76 pp.

TIE Price: MF \$0.65 PC \$3.80

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Advisor, Automotive Service

25

TI 0200

Stranke, Edward J.; Speck, Samuel R.

AN ANALYSIS OF THE AUTO BODY REPAIR OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 224 pp.

TIE Price: MF \$0.65 PC \$11.20

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Mechanic, Auto Body

95

TI 0201

Boyadjis, Thomas A.; Paoletti, Donald J.

AN ANALYSIS OF THE BAKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 91 pp.

TIE Price: MF \$0.65      PC \$4.55

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Baker

29

TI 0202

Frazer, William C.; and others

AN ANALYSIS OF THE BANK TELLER OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 89 pp.

TIE Price: MF \$0.65      PC \$4.45

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Bank Teller

29

TI 0203

DiPlacido, Pat E.; Snyder, Jeffrey R.; Annarino, James

AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 133 pp.

TIE Price: MF \$0.65      PC \$6.65

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Manager, Small Business

41

TI 0204

Peal, Sharyn; Rose, Virginia

AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 139 pp.

TIE Price: MF \$0.65 PC \$6.95

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Payroll Clerk

52

TI 0205

Ridener, Norma A.; and others

AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 110 pp.

TIE Price: MF \$0.65 PC \$5.50

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Medical Records Clerk

41

TI 0206

Wahonick, Ronald; Trotter, Emma J.; Orr, John I.

AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 154 pp.

TIE Price: MF \$0.65 PC \$7.70

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Personnel Manager

53

TI 0207

Wyatt, Tom; Ulrich, Larry

AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 38 pp.

TIE Price: MF \$0.65 PC \$1.90

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Credit Investigation Agent

10

TI 0208

Howsmon, Ronald L.

AN ANALYSIS OF THE GARDEN CENTER OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 46 pp.

TIE Price: MF \$0.65 PC \$2.30

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Garden Center Employee

29

TI 0209

Harestad, Clifford E.; Trotter, John S.; Cole, George D.

AN ANALYSIS OF THE REAL ESTATE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 59 pp.

TIE Price: MF \$0.65      PC \$2.95  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Real Estate Agent

32

TI 0210

Connor, Michael; Thoman, LeRoy

AN ANALYSIS OF THE AUTO MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 128 pp.

TIE Price: MF \$0.65      PC \$6.40  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Auto Mechanic

41

TI 0211

Christ, Christos G.; Deluzin, James B.

AN ANALYSIS OF THE AUTO PARTS COUNTERPERSON OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 116 pp.

TIE Price: MF \$0.65 PC \$5.80

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Counterperson, Auto Parts

45

TI 0212

Pucci, Alex L.; Reichel, George F.

AN ANALYSIS OF THE WELDING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 88 pp.

TIE Price: MF \$0.65 PC \$4.40

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Welding

23

TI 0213

Mascio, Joseph W.; O'Connor, Patrick J.

AN ANALYSIS OF THE TERMINAL MATERIALS HANDLING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 76 pp.

TIE Price: MF \$0.65 PC \$3.80

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Handler, Terminal Materials

26

TI 0214

Frass, Melvin R.; Krause, Marvin

AN ANALYSIS OF THE AIR CONDITIONING, REFRIGERATING AND HEATING OCCUPATIONS.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 207 pp.

TIE Price: MF \$0.65 PC \$10.35

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Air Conditioning/Refrigerating/  
Heating

89

TI 0215

Bohac, Robert D.; Vernon, Robert C.

AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATIONS.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 128 pp.

TIE Price: MF \$0.65 PC \$6.40

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Auto Sales

48

TI 0216

Buerkel, Elaine; Rehling, Joseph H.

AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.

(cont.)

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 188 pp.

TIE Price: MF \$0.65 PC \$9.40

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Alteration Specialist

81

TI 0217

Dearth, Charles E.; and others

AN ANALYSIS OF THE RESIDENTIAL ELECTRICITY OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 90 pp.

TIE Price: MF \$0.65 PC \$4.50

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Residential Electricity

31

TI 0218

Pfleghaar, John A.; Bickham, Ira R.

AN ANALYSIS OF THE TELECOMMUNICATIONS OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 55 pp.

TIE Price: MF \$0.65 PC \$2.75

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

(cont.)

Office of Education (DHEW), Washington, D.C.

Telecommunications

37

TI 0219

Knupke, Lucille M.; and others

AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 126 pp.

TIE Price: MF \$0.65      PC \$6.30  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Word Processor

43

TI 0220

Lucai, Karle A.

AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 46 pp.

TIE Price: MF \$0.65      PC \$2.30  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Wholesale Florist

30

TI 0221

Hoskinson, Karen; Thompson, Dorris R.

(cont.)

AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 66 pp.

TIE Price: MF \$0.65 PC \$3.30

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Administrative Assistant

43

TI 0222

McKinney, Oral O.; Nordvig, Carl A.

AN ANALYSIS OF THE CARPENTRY OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 136 pp.

TIE Price: MF \$0.65 PC \$6.80

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Carpentry

51

TI 0223

Altstadt, Ralph; Mechling, Paul E.; Neyman, Gary

AN ANALYSIS OF THE TURF SPECIALIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 49 pp.

(cont.)

TIE Price: MF \$0.65 PC \$2.45  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Turf Specialist

33

TI 0224

Scruggs, Kenneth

AN ANALYSIS OF THE RESIDENTIAL REMODELING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 88 pp.

TIE Price: MF \$0.65 PC \$4.40  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Residential Remodeling Constructionist

33

TI 0225

Abell, George H.; McKnight Molly; Stivers, Jack

AN ANALYSIS OF THE TERMINAL CLERKING OCCUPATION

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 100 pp.

TIE Price: MF \$0.65 PC \$5.00  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Terminal Dispatcher

36

TI 0226

Mowen, Kenneth A.; Hartman, Lawrence; Cotner, Marshall J.

AN ANALYSIS OF THE COMMERCIAL ART OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 30 pp.

TIE Price: MF \$0.65 PC \$1.50

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Commercial Artist

18

TI 0227

Hall, Charles W.; Emory, Harold L.

AN ANALYSIS OF THE MACHINE TRADES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 268 pp.

TIE Price: MF \$0.65 PC \$13.40

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Machine Trades

113

TI 0228

Cross, Don; Cook, Joe E.

AN ANALYSIS OF THE INSURANCE UNDERWRITING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 132 pp.

TIE Price: MF \$0.65 PC \$6.60

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Insurance Underwriter

46

TI 0229

Harbage, Monroe; Lechner, Donald L.

AN ANALYSIS OF THE HORTICULTURE EQUIPMENT AND SERVICES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 128 pp.

TIE Price: MF \$0.65 PC \$6.40

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Operator/Mechanic, Horticulture  
Equipment

45

TI 0230

Hall, Eugene; Turner, Raymond C.

AN ANALYSIS OF THE INDUSTRIAL MECHANICS OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 175 pp.

TIE Price: MF \$0.65 PC \$8.75

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Mechanic, Industrial

57

TI 0231

Kitzmiller, Charles C.; Rizzo, Robert P.; MacLaren, Kenneth

AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 143 pp.

TIE Price: MF \$0.65

PC \$7.15

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Industrial Salesperson

56

TI 0232

Lustic, Gary; Stokes, George K.

AN ANALYSIS OF THE PURCHASING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 127 pp.

TIE Price: MF \$0.65

PC \$6.35

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Purchaser

43

TI 0233

Pomeroy, James W.; Swincher, Joe

AN ANALYSIS OF THE TELEVISION AND RADIO SERVICE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

(cont.)

1974; 124 pp.

TIE Price: MF \$0.65      PC \$6.20  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Technician, Television/Radio

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TI 0234

~~Sams, Helen C.; Snyder, Lois M.~~

AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 55 pp.

TIE Price: MF \$0.65      PC \$2.75  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Receptionist, Information

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TI 0235

Cheetwood, John E.; Connell, John R.

AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 36 pp.

TIE Price: MF \$0.65      PC \$1.80  
Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Retail Florist

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TI 0236

Stemple, Lynn L.; Dilley, John E.

AN ANALYSIS OF THE LANDSCAPING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 286 pp.

TIE Price: MF \$0.65 PC \$14.30

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Landscape Worker

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TI 0237

Six, Joseph E.

AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATION OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 118 pp.

TIE Price: MF \$0.65 PC \$5.90

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Billing/Bookkeeping Machines

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TI 0238

Harnish, Ronald; Lyons, Pamela S.; Russelo, Jerry

AN ANALYSIS OF THE BOOKKEEPING OCCUPATION.

(cont.)

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 87 pp.

TIE Price: MF \$0.65 PC \$4.35  
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Bookkeeper

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TI 0239

Bryan, James E.

AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 114 pp.

TIE Price: MF \$0.65 PC \$5.70  
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Property Manager, Real Estate

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TI 0240

Nichols, Lowell E.

AN ANALYSIS OF THE TYPEWRITER SERVICING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 60 pp.

TIE Price: MF \$0.65 PC \$3.00  
Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

(cont.)

Office of Education (DHEW), Washington, D.C.

Specialist, Typewriter Service

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TI 0241

Innis, Gene A.; Thorp, Earl D.; Fausnaugh, Edwin B.

AN ANALYSIS OF THE LITHOGRAPHIC PRINTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 68 pp.

TIE Price: MF \$0.65 PC \$3.40

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Lithographic Printer

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TI 0242

Plescia, George W.; Price, Richard A.; Neff, Paul R.

AN ANALYSIS OF THE DRAFTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 156 pp.

TIE Price: MF \$0.65 PC \$10.92

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Drafting

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TI 0243

McGee, Patricia; Moore, Ronald L.

(cont.)

AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 256 pp.

TIE Price: MF \$0.65 PC \$12.80

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Laboratory Assistant

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TI 0244

Bryant, Eyris; and others

AN ANALYSIS OF THE DATA PROCESSING OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 104 pp.

TIE Price: MF \$0.65 PC \$5.20

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Data Accountant

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TI 0245

Murphy, Judy K.; and others

AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 100 pp.

(cont.)

TIE Price: MF \$0.65 PC \$5.00

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Clerical Aide, Secondary School

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TI 0246

Kilo, Joseph L.

AN ANALYSIS OF THE DIESEL TRUCK MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 104 pp.

TIE Price: MF \$0.65 PC \$5.20

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Diesel Truck

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TI 0247

Clark, Anthony B.; and others

AN ANALYSIS OF THE WASTE WATER TREATMENT MECHANIC OCCUPATION.

The Ohio State University, Columbus. Instructional Materials  
Laboratory.

1974; 118 pp.

TIE Price: MF \$0.65 PC \$5.90

Also Available: Instructional Materials Laboratory, Trade  
and Industrial Education, The Ohio State  
University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Mechanic, Waste Water Treatment

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TI 0248

Moore, Gordon; and others

AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.

The Ohio State University, Columbus. Instructional Materials Laboratory.

1974; 132 pp.

TIE Price: MF \$0.65 PC \$6.60

Also Available: Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, Columbus, Ohio 43210.

Office of Education (DHEW), Washington, D.C.

Insurance Salesman

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